

FINAL ACTIVITY

A SHORT Timekeeping Scavenger Hunt

Now that you have completed the Online Timekeeping Training for Supervisors, you should have no trouble locating the answers to a few questions. Give the correct answer and the location in the guide where the answer is found. When you have completed "the hunt", sign and date as "Training Participant," then turn this sheet in to your supervisor to verify that you have completed this course.

Name: _____

Division/Institution: _____

Section/Building: _____

1. What is the one time that exempt employees can be paid overtime?

___ when a declaration of emergency is declared by the Governor.

___ when the employee has worked over 41 hours in the workweek.

Answer Location (Section): _____

2. Is Holiday Premium Pay at the rate of "time-and-a-half" given to both "subject" and "exempt" employees?

___ Yes.

___ No, only "subject" employees get time-and-a-half.

Answer Location (Section): _____

3. How much of an employee's Community Service Leave is transferable to another agency?

___ All of the employee's remaining balance.

___ Anything over 35 hours.

Answer Location (Section): _____

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4. State Health Plan premiums are not paid by the state when an employee takes this type of leave:

___ Leave Without Pay under FIL (Family Illness Leave)

___ Military Leave

Answer Location (Section): _____

5. What type of meeting should you have with an employee who is having attendance problems BEFORE going into formal discipline procedures?

___ Mediated interview

___ Documented Counseling

Answer Location (Section): _____

6. Check the occasions when you can remove an employee from direct deposit: (Check all that apply).

___ Consistently has negative leave balance,

___ Has a low leave balance and has not worked enough hours in the current month to cover the absences.

___ Owes money to the State.

___ Anytime the supervisor determines it is necessary.

Answer Location (Section): _____

The following signatures verify that the participant has completed the Timekeeping Training for Supervisors and has given this completed *Final Activity* to the participant's supervisor as verification. (The participant's supervisor may ask for access to an online "Timekeeping Training Answer Key" by e-mailing DHHS.HR.division@ncmail.net if necessary.)

Training Participant's Signature

Date

Supervisor of Participant's Signature

Date